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# **Procurement Specialist with Leading Refiner**

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**Tulsa, OK - Req# 175790BR**

## **POSITION QUALIFICATIONS:**

A minimum of two years related experience is required.

### **EDUCATIONAL LEVEL:**

A minimum of a Bachelor's Degree, in a technical or business related field. Each year of experience over two in procurement or inventory control may be substituted for one year of education (six years total experience required w/o education).

### **REQUIRED SKILLS:**

Basic computer skills with proficiency in MS Word and Excel , ability to organize and analyze data; ability to lead teams; advanced reading and writing skills; ability to perform intermediate mathematical calculations; basic negotiating skills, ability to work independently. Demonstrated proficiency in existing procurement and/or inventory control systems. May be required to attend daily and weekly safety meetings, lead safety meeting talks as scheduled and complete legally required ePrism safety training modules depending on assignment. Working knowledge of procurement/inventory control computer systems; basic refinery knowledge; working knowledge of the buying/purchasing/contracting business and ability to apply this knowledge in a global business environment.



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